

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name: Grant Funds	
Procedure No. 6110-00-01	Eff. Date: 12/21/2009
Implements Board Policy(ies) 6110 Grant Funds	Last Reviewed: 7/19/2018

1. Background

Describe relevant background to the implementation of the policy.
It is the objective of the Board of Education to provide equal educational opportunities for all students within the district. Therefore, it is the intent of the Board to encourage grant development to enhance the educational opportunities, the educational environment, and the physical and mental growth for each student.

2. Responsibilities

Title: Grant Director	
Address: 2651 Burnet Avenue	
Phone:	Cell phone:
<i>Describe responsibilities:</i> Review new grants and prepare proposals for programs she/he deems would be of aid to the students of this district. The Superintendent/designee shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals. The Treasurer shall ensure that each draw of grant monies is as close as administratively feasible to the related program expenditures.	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

1. The Grants Department shall review state and federal grants to ensure compliance with regulations are able to be met prior to grant submittal, and continued compliance monitoring upon receipt of grants.
2. The Grant Writer shall review local grants to ensure grant requirements are able to be met prior to submittal. Continued monitoring will be maintained by Treasurer's Office Budget and Accounting Departments.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

Grants Department and Grant Writer shall share new and continuing grant opportunities with appropriate departments/schools/staff that have a need or can fully utilize and benefit from the grant funds within the regulations of the grant.

5. Related Documents / Forms –

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.